Questions and Answers: JOBZ Automation Statement of Work
Posted Thursday, January 21, 2010

The following questions were submitted by vendors about this Statement of Work. The answers are below each question.

Please remember, proposals are due via email by 3:00 pm, CST, Friday, 1/22. Send to Kathleen.hertenstein@state.mn.us

1. What version and release of Microsoft Office SharePoint Server is DEED using?
    Answer: Microsoft Office SharePoint Server (MOSS) 2007 Enterprise

2. If State is not using Microsoft Office SharePoint Server 2007 Enterprise, does State intent to update?
    Answer: See #1.

3. Does State intend to use the forthcoming new version of SharePoint, SharePoint 2010, as part of the projected JOBZ project?
    Answer: No.

4. Does State presently have a full MOSS 2007 Enterprise infrastructure set up and running?
    Answer: Yes

5. If State has MOSS 2007 Enterprise deployed, does it have external access to JOBZ participants set up and running, including security?
    Answer: State has MOSS 2007 set up for external access, but the JOBZ external site will need to be set up.

6. What workflow technologies, if any, is State currently using separately or in conjunction with SharePoint as part of the current JOBZ project?
    Answer: There is no workflow currently being used in JOBZ.

7. What reporting technologies, if any, is State currently using separately or in conjunction with SharePoint as part of the current JOBZ project?
    Answer: This will need to be determined as part of this project.

8. One of the required skills for the JOBZ bid is that the contractor must have developed over 100 SharePoint sites related to solving business process issues (Web Application Specialist); can that number be lowered or can this required skill be moved to the desired skills? Depending on the project Web Application Specialist work on 1-10 different sites a year.
   Answer: The experience on 100 SharePoint sites is a requirement from the business and therefore will <u>not</u> be moved to desired skills.

9. Can the development work be done remotely?
   Answer: We will want to have both resources come from the same company and we will want the work to be done on-site in our St. Paul offices.

10. This project needs a Business Analyst and a Web Application Specialist with SharePoint and Workflow Automation experience. Can we submit a qualified BA if we do not have a qualified Web Application Specialist or would we be disqualified?
    Answer: We will want to have both resources come from the same company.

11. Has there been any analysis of this data so far either by DEED team members or other outside resources?
    Answer: There has been no analysis of the 2009 JOBZ response data.

12. Would you consider a time and materials response?
    Answer: No.

13. Regarding the timeframe to complete Phase I as stated in the SOW, what % of time will the DEED team members be dedicated toward the completion?
    Answer: Please submit recommendation as part of your response and assumptions.

14. How many DEED team members will be allocated toward this effort? Will this vary between phases?
    Answer: Typically 1 or 2 depending on the project and the recommendation of the vendor.

15. In Section 2: Is DEED and the Project Members open to having 3 additional members to a team instead of 2, if it does not increase cost and project management effort?
    Answer: Include the details of your resource plan in your response.

16. Currently how many companies are enrolled and participate in the JOBZ program?
    a. Would the project include registration of the enrolled companies into
    b. Is it the goal of DEED to expand on the numbers of companies that participate?
    Answer: There are approximately 300 employers currently enrolled in JOBZ.
    a. Yes in phase 3
    b. Not at this time.

17. Is there any preference to the type project methodology used for this project? Waterfall, Iterative, RUP, Lean?
    Answer: No

18. Is preference given to working onsite with Deeds?
    Answer: Yes, it is the desire of DEED to have all work completed on-site. The degree to which a proposal meets this requirement will increase points awarded.

19. Is off-shoring a consideration by Deeds?
    Answer: No.

20. What type of knowledge transfer is expected? Shouldn't the knowledge transfer be accounted in Phase 3 or after phase 3?
    Answer: We are looking for a "train the trainer" type of knowledge transfer. When this knowledge transfer occurs, and what documentation accompanies the knowledge transfer should be detailed in the proposal.

21. Can you provide snapshots of reports?
    a. Reasoning – this is to help determine the breadth and depth of the type of reports needed which translates to effort and complexity. From experience, the reports shows the data architecture as well as the complexity of the reporting requirements.
    Answer: Not available at this time.

22. Should the reports be provided online or delivered in static format (pdf, word,..)?
    b. Are the reports planned for this project static or ad-hoc?
    Answer: On-line, on-demand with current data.

23. How much historical data should be stored? What are the expected retention and reporting policies?
    c. Reasoning for this type of question is to determine if SharePoint is the best place to store historical data. If not, then the technical team would need to provide and determine alternate ways of data storage and reporting. SharePoint application and the infrastructure play a large part with regards to performance and scalability of the analysis and reporting requirements.
    Answer: Annual data retention for all but employer registration.

24. Is information architecture and security part of the project design and implementation phase?
    d. Reasoning - This is important as it affects the site structure, data architecture and security architecture.
    Answer: Yes, as it relates to our current environment.

25. Which version of SharePoint is planned for this project - Windows SharePoint Services 3.0 or SharePoint Server 2007?
    Answer: Microsoft Office SharePoint Server (MOSS) 2007 Enterprise

26. Can we get an explanation as to why is SharePoint chosen?
    Answer: DEED sees SharePoint as the preferred collaboration environment.

27. Will DEED provide the development and test environments for the project?
    a. Reasoning - if environments are not available there may be potential delays or at the very least these items needed to accounted for in the timeline and resources impacted.
    Answer: Yes. Environments are available now.

28. Is there a need for the reports to be externally accessible by other organizations other than Deeds?
    Answer: Yes. These are Legislative Reports – only available via the State Intranet.

29. Since part of the solution is externally visible, is branding the externally viewable site required as part of the project?
    Answer: No.

30. Would DEEDS be open to licensing an existing product that would meet your needs? We currently have a product --in use by 15 states and the District of Columbia-- designed to track program progress and comply with financial reporting requirements linked to State, Federal and ARRA funds. This system is easily modified to meet specific reporting requirements.
    Answer: You are welcome to propose this if you feel it better meets the requirements of this project.

31. Would DEEDS be open a hosted solution or require a self-hosted solution?
    Answer: We prefer a self-hosted solution, but you may propose other solutions if you feel they best meet the requirements of the SOW.

32. Would there be present and past information that would need to be migrated into the new system?
    Answer: No, we are looking at the current reporting period.

33. Would DEEDS be open to sharing present forms and reports? It would be helpful to see some examples (Excel, PDF, etc) that illustrate your standard reports.
    Answer: Not available at this time.

34. Will there be a need for this system to talk to other systems via API or other solutions?
    Answer: No.

35. What security and privacy policies are required or mandated for this system-- HIPPA? ISO certification? Other?
    Answer: None, other than DEED policies.